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WAR FOOD ADMINISTRATION
Food Distribution Administration

Washington 25, D. C.

June 22, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement H

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Clearance of Announcement and Offer Forms

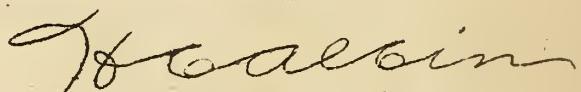
The following instructions regarding the processing of Announcements and/or Offer forms will be effective immediately and will supersede any previous instructions on the subject.

1. Announcements and/or offer forms will be prepared in the Commodity Division in an original and four copies. The original and first copy of each shall bear the initial of the Purchase Representative and the Chief of the Commodity Division. The Commodity Division will also obtain the initials of Mr. Joslin of the Office of Materials and Facilities, and the initials of the representative of the related Inspection Service. The original and four copies will then be forwarded to the Announcement and Contract Section, which will obtain the initials of representatives of the Transportation and Warehousing Branch and the Program Services Division. The Program Services Division will retain one initialed copy and return the original and other copies to the Announcement and Contract Section, which will obtain the initials of the Chief of the Special Commodities Branch.
2. If, after clearance of all persons concerned, the copies of the announcement are not legible, or if insert flaps have been attached, the original initialed copy will be returned to the Commodity Division where three clear copies will be typed. The initialed original and the typed copies will then be forwarded to the Announcement and Contract Section where the copies will be proof-read with the initialed original.

A duplicating requisition will be prepared in the Announcement and Contract Section, which will also arrange for the announcements to be mailed to the trade and to all interested persons.

In order that the requirement that correct net and gross weights (also cubic displacement of purchases for the Caribbean area) be shown on the abstracts, it is important that each Announcement require that the vendor furnish this information in his offer. The practice of estimating the weights and displacement has not proven satisfactory and is to be discontinued wherever it is possible to obtain exact figures.

4. In those cases where it is desirable to confine a purchase to a certain geographical area, it will be necessary for the Purchase Representative to include a statement in the Announcement to the effect that offers are invited only from the particular area, which shall be definitely stated.

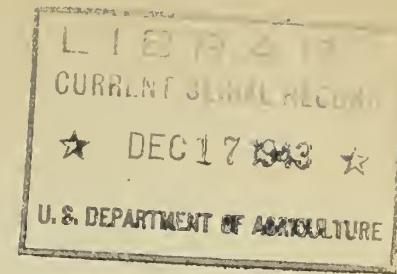


H. C. Albin

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



November 17, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement H, Revision 1

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Amended or Revised Announcement and/or Offer Forms

Any amendments or revisions of either announcements or offer forms which have been issued, shall be cleared in the same manner as that prescribed for the original. The instructions governing the clearance of announcements and offer forms are set forth in Special Commodities Branch Memorandum No. 3, Supplement H and this memorandum shall be attached thereto and becomes a part of those instructions.

H. C. Albin

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